

External - Job Order Detail
STATE OF MONTANA IS AN EQUAL OPPORTUNITY EMPLOYER

Department: DEPARTMENT OF LABOR & INDUSTRY

Division: Workforce Services

Bureau: Great Falls Job Service Workforce Center – Job Service Operations

Date Posted: 04/29/2008

Job Category: Business and Financial Operations

Position Number: 66201105 and 66201067

Position Title: EMPLOYMENT SPECIALIST SUPERVISOR *2 POSITIONS 66201105 & 66201067

Location: GREAT FALLS

Job Status: Full Time Permanent

Salary: \$30,089.00 to \$39,543.00

Salary Unit: Year

Additional Salary Info: Applicants' qualifications will be assessed based on minimum qualifications and in accordance with Pay Plan Rules. Successful applicant's pay will be set using the above salary range based on qualifications.

Shift: Daytime

Band: 5

Closing Date: 05/09/2008

Supplement Required: Yes

Applications must be received by 5:00pm on the closing date.

Apply to your Local Montana Job Service Center

- OR -

State Agency:

DEPARTMENT OF LABOR & INDUSTRY

P.O. Box 1728

HELENA, MT 59624

Phone: (406) 444-3710

Fax: 444-3685

TTY: 444-0532

E-mail: dliapps@mt.gov

Special Information:

Two positions (66201105 & 66201067) will be filled from this opening. You need to submit only one application to be considered for both positions. For further information about DLI agency and job application materials see: <http://dli.mt.gov/jobopenings/>.

Upon date of hire, eligible for 100% state paid premiums for employee "core" medical,

dental, and basic life insurance coverage (dependent coverage and supplemental options available at an additional cost). Earn 15 working days of vacation, 12 sick leave, and 10 paid holidays per year. Membership in a Retirement System with the state matching begins upon the first day of employment (vesting criteria applies).

The successful applicant must receive positive job references. Pay for employees new to the Department will be set at one step below the salary of employees with similar qualifications and shall have pay adjusted to the appropriate salary following successful completion of the trial period.

Duties:

Supervises the administration of a variety of federal and state programs, and other related functions. The work is performed using knowledge of state and federal laws, regulations and policies, personnel management, job markets, budgeting and negotiating skills. Supervises staff using knowledge of employment and training programs, and personnel management techniques and skills. Prepares annual public relations plan and monitors public relations activities. Participates on management team to establish goals, priorities, procedures and overall management philosophy. Uses a personal computer in daily work assignments.

Competencies:

Knowledge of interviewing methods and techniques; current social and economic conditions pertaining to the state and the locality of the assignment; state and federal laws regarding assigned programs; supervisory techniques and practices; personnel management; budgeting, vocational counseling and negotiating skill to provide administrative direction to the diverse programs supervised. Ability to train, direct and supervise subordinate workers; to establish and maintain effective working relationships with employees, other agencies and the public; to promote agency services through active participation in public relations; to communicate effectively orally and in writing; to develop planning for assigned unit; to evaluate occupational and related information and make sound judgments; to apply laws, rules, and procedures to complex procedural assignments. Skill in the use of personal computers and software such as Office 2000, Excel, and Access.

Behavioral competencies required are: 1) Substantial skills in Customer Service/Orientation. 2) Ability to work effectively in a team environment and to demonstrate initiative and accountability to maintain a high level of productivity independently. 3) Strong sense of professionalism that reflects emotional maturity even in volatile and difficult circumstances, caused by a changing work environment. 4) Ability to focus efforts and energy on successfully attaining clear, concrete, accurate timely and measurable outcomes of importance to the customer, persisting even when challenged by obstacles and/or opposition. 5) Ability to break employment problems into component parts and consider or organize actions in a systematic way; the process of looking for underlying causes or thinking through the consequences of different courses of action. 6) Accept change as a healthy and normal part of organizational growth. Maintain focus and effectiveness during rapid changes and transitions. 7) Show a consistent pattern of being able to recognize the activities needed to accomplish an objective and to plan and initiate appropriate steps to do so with minimal supervision.

The Department of Labor and Industry strives to provide an effective customer focused work environment. Our goal is to provide excellent service to all our customers. The core values of this Department are customer focus, individual responsibility, individual growth, ethics in the workplace, and continuous improvement. These values represent the

Department's expectations of staff and the ideal employee is one who embraces these values.

Education/Experience:

Education and experience equivalent to a Bachelor's degree in such areas as business, human services, economics, education, psychology, social work or sociology, plus two years experience in an employment field at a level comparable to an Employment Specialist or Employment Counselor in the Job Service. Other examples of qualifying experience might include vocational rehabilitation counselor, vocational counselor, job developer or placement specialist. Preference may be given for experience in federal employment and training programs. Supervisory experience is preferred.

The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

Application materials required initially for this position include the following:

Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). Portions of the application may be photocopied if legible (see application page 1 for instructions).

If Supplement Required, complete application supplement identified with your name and the position number (see attached Supplement Questions if provided).

Applications materials required are:

1. Signed and completed State of Montana Employment Applications (PD 25).
2. Applicants **claiming the Veterans' or Persons with Disability Employment Preferences** (PD-25A) must provide verification of eligibility with the application materials.
3. Completed Application Supplement.
4. The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

*Application materials can be obtained from any Job Service office or downloaded from <http://dli.mt.gov> or <http://dli.mt.gov/jobopenings>. Applications must be received by 5:00 p.m. on closing date. Applications will be rejected for late, incomplete or unsigned application materials. Typed signatures will be considered.

Supplemental Questions:

The information you provide on this application supplement will be used by the selection panel in combination with your education and experience to determine which applicants will be selected for an interview. Your responses will be viewed apart from your state application and other application material, therefore, IT IS IMPORTANT TO PROVIDE SPECIFIC INFORMATION REGARDING NAMES OF EMPLOYERS, DATES, JOB TITLES, ETC. In order to receive full credit, you must express yourself fully and completely. Do not expect the selection panel to make assumptions based upon your application, resume, or other materials when rating your application supplement.

Please put your name and the position and position number you are applying for at the top of each page.

1. An important part of supervising involves constructive confrontation and coaching. Tell us about a time in your previous work experience (other than a sports example) when you were particularly proud of your ability to do so. Please be specific in describing what the situation was, who was involved, what coaching skills you used, how the individual

responded, what the outcome was and why you are proud of your abilities in this example.

2. In any business, it is necessary to understand the organizational climate or culture, and to have an understanding of how you fit into the organizational mission. Sometimes this means supporting a decision you don't totally agree with. Tell us about a time when you had to help others support a decision that was unpopular or you personally disagreed with. What was the situation? How did you handle it? In retrospect, was it the right decision to make?

3. This job will require that you lead a dynamic group of diverse individuals. Tell us about a time in your previous work experience when you were in a new leadership position and needed to develop trust and credibility with those you were to lead. What was the situation? Please be specific about the steps you took or the behaviors you exhibited that enabled you to build trust and credibility.